

SPECIAL SERVICES OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible and technically skilled work in the Maintenance Division of the fire department. The Special Services Officer maintains the safe working condition of the fire department apparatus, vehicles, equipment, and buildings. An employee of this class is responsible for keeping records of department inventory, assisting in scheduling repairs of department vehicles, equipment, and buildings, and maintaining necessary records and reports. The Special Services Officer performs routine tasks with little supervision, reporting directly to the Chief of Administration.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Maintenance Division of the fire department by recommending management policies, goals, and objectives for the division. Plans departmental operations having to do with equipment, and apparatus accordingly. Participates in the research and planning for programs and activities of the department. Assists in the development of a safety program as it relates to the safe working condition of the fire department apparatus, vehicles, equipment, and buildings by conducting evaluations of the program and making recommendations for improvements. Provides assistance in technical areas of work of the division as needed.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Evaluates the condition of department property, equipment and supplies which have been returned as defective by means of operating, adjusting, or testing in order to determine and recommend repair or replacement. Arranges for the repair and maintenance of assigned department equipment, facilities, or operating systems by obtaining estimates on repair costs and inspecting equipment and building after repairs to ensure that repairs were properly accomplished.

Installs and repairs heating and air conditioning systems and their component parts. Changes air filters on air conditioning and heating systems. Installs, maintains, and repairs overhead doors and component parts, including electric motors, drive mechanisms, panels, hinges, and rollers. Repairs and maintains plumbing and electrical systems of all fire department stations and buildings.

Performs carpentry work on station buildings.

Personally tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards. Inspects, maintains, tests, and repairs nozzle and hose assemblies, fire and hose couplings, aerial and ground ladders and turn-out equipment and clothing. Manages the inspections, maintenance, and repairs of closed-circuit breathing apparatus and self-contained breathing apparatus. Refills self-contained breathing apparatus using the cascade or compressor/purifier system. Performs general maintenance tasks on fire department equipment, such as refueling vehicles, changing and adding oil, adjusting headlights, and other minor repairs. Inspects apparatus and equipment for accident prevention devices.

Provides for the organization and storage of department property, equipment, and supplies to allow ease of locating and retrieving materials. Distributes supplies and equipment to fire department employees and divisions in accordance with department policy. Maintains the inventory of supplies and equipment of the department. Counts items according to department procedures to ensure adequate inventory of items. Inspects supply facilities to ensure compliance with department maintenance standards.

Assists in writing specifications for new fire department equipment, preparing specifications for public bids, and overseeing the bidding process. Reviews products with sales representatives. Gathers information in order to compile budgets. Prepares purchase requisitions according to department procedures. Purchases equipment and supplies for the department, keeping such purchases within the established budget. Makes arrangements for shipping/receiving of property, equipment and supplies by communicating with transportation/delivery services.

Provides for the maintenance of all departmental records relating to the maintenance of the fire department apparatus, vehicles, equipment and buildings. Completes all forms and records as required including narrative reports, order forms, repair records, and stock cards. Maintains records on the use and maintenance of self-contained breathing apparatus. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Files and retrieves records, reports, or forms when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of

legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must have at least five (5) years of work experience in a full time paid fire department which must include experience in the maintenance and repair of fire apparatus, fire department equipment, and buildings.